

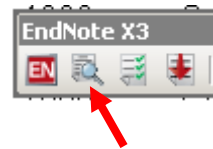
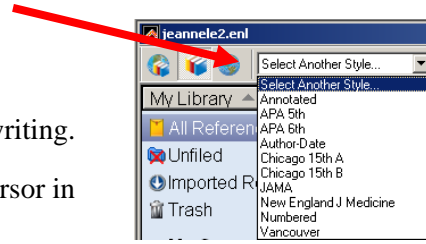
Exercise 4 – Use Cite While You Write with MS Word to Create In-text Citations and a Bibliography at the End of the Paper

NOTE: If the EndNote toolbar does not display:

1. In Word check **View > Toolbars** and select from list
2. If the EndNote toolbar is not available there, then go to **Start > Programs > Configure EndNote** and walk through the EndNote Configuration wizard.
3. If all else fails, you can reinstall EndNote using **Modify** choice.

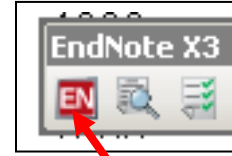
Basic process using Find Citation(s):

1. Open EndNote Library
2. Select output **Style** from the pull down menu in the upper left corner
3. Open Microsoft Word and open the paper you are writing.
4. When you are ready to cite a source, position the cursor in the text where you want to add the citation.
5. Use the EndNote toolbar in MSWord to **Find Citations(s)**.
6. In the **Find** box, enter identifying text (author, title, source, keyword, etc.)
7. Click **Search** and EndNote compares and lists matching references
 - a. When a single record matches the search EndNote inserts the citation into paper
 - b. When multiple references match the search, they are listed so you can identify, highlight and **Insert** the appropriate reference
8. As you continue to write your paper, go back to step 4 to insert the next citation and continue citing references this way.
9. If citations are not automatically formatted and a bibliography is not updated each time you insert a citation, go to the **Tools** menu in **Word**, choose EndNote X3, then **Format Bibliography and click OK**.
10. EndNote scans your paper and, using the selected style, formats any temporary citations, and appends a bibliography to the end of your paper.
11. If you need to make any changes to a paper after formatting (such as adding or deleting citations), make the necessary changes, choose the Format Bibliography command again, and let EndNote do the rest.
12. **To edit an in-text citation;** select the citation in Word; right click and select **Edit Citation**, then exclude author, exclude year; if you select more – you can add a prefix, suffix and pages.



Basic process using Go to EndNote:

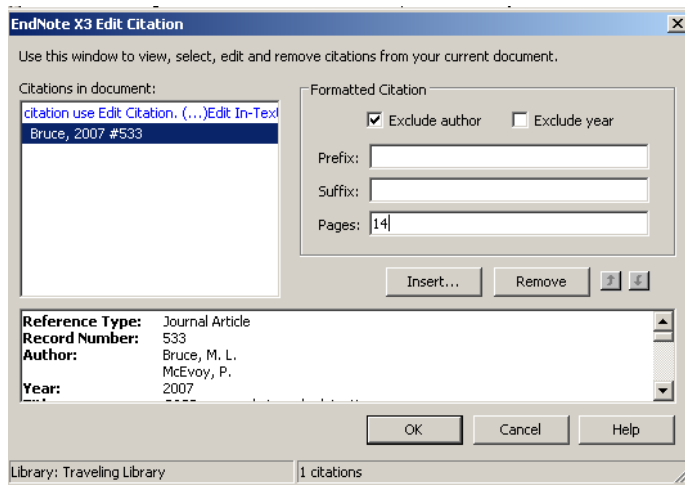
1. Open EndNote Library
2. Select output style from pull down menu in the upper left corner
3. Open Microsoft Word and open the paper you are writing
4. Use the EndNote toolbar to select the **Go to EndNote** icon
5. In EndNote, highlight needed citation
6. In EndNote, use the **Insert Citation** icon to automatically return to the Word document and enter the in-text citation.



Process to Edit an In-text Citation

If you need to add or subtract information from the in-text citation use **Edit Citation**.

1. Right click on the in-text citation
2. Select **Edit Citation(s)**
3. Select Exclude author or Exclude year or more ...
4. Add a Prefix, Suffix or Pages



In-text Citations--Corporate Author Adjustment

Corporate name abbreviation after first occurrence:

For example: *American Physical Therapy Association* In MSWord, right click on the citation you want to edit, go to **Edit Citation**. Select the option to **Exclude Author**, and then enter abbreviation (APTA) in the **Prefix** field. Then click **OK**. This will need to be done for each occurrence in the document.